Ontario Ministry of Labour / Ministère du Travail de l'Ontario

VF (C.B.)
Ontario Public Service

RUSH

MARCH 27, 1992

MEMORANDUM TO: Directors
Corporate Services Managers
District Managers

FROM: Val James
Manager
Human Resources Operations

SUBJECT: PAY EQUITY FOR GO TEMPORARY EMPLOYEES

I have just received the attached Addendum to the Pay Equity Plan for Management and Excluded Employees.

This addendum extends pay equity to the G.O. Temporary female classes in the OPS.

As required by the **Pay Equity Act** this addendum is to be posted in all OPS locations across Ontario where G.O. Temporary employees work. The posting date for the government is **March 30, 1992**, following which there will be a 30-day review period until **April 29, 1992.**

Please ensure these plans are posted in your offices on Monday, March 30th. Thank you.

Val James

Val James

Attach.

EXTENDING PAY EQUITY TO G.O. TEMPORARY EMPLOYEES

ATTACHED IS AN ADDENDUM TO THE MANAGEMENT AND EXCLUDED PAY EQUITY PLAN WHICH EXTENDS PAY EQUITY TO EMPLOYEES IN FEMALE G.O. TEMPORARY CLASSES IN THE ONTARIO PUBLIC SERVICE.

- ADJUSTMENTS ARE EFFECTIVE JANUARY 1, 1990.

- AFFECTED EMPLOYEES RECEIVED RETROACTIVE LUMP SUM PAYMENTS ON MARCH 25, 2992 BASED ON TOTAL HOURS WORKED IN 1990, 1991, OR 1992 AND THE APPROPRIATE PAYOUT SCHEDULE FOR THEIR CLASS.

- DURING THE **REVIEW PERIOD OF MARCH 30, 1992 TO APRIL 29, 1992,** G.O. TEMPORARY EMPLOYEES MAY RAISE ANY QUESTIONS OR CONCERNS THAT THEY MAY HAVE WITH THE PAY EQUITY COMMISSION.

PAY EQUITY HOTLINES: **1-800-387-8887 (Ontario Wide)**
481-3314 (Toronto)

ADDENDUM

ONTARIO PUBLIC SERVICE PAY EQUITY PLAN

MANAGEMENT AND EXCLUDED

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ADDENDUM

This Addendum to the Ontario Public Service Pay Equity Plan for Management and Excluded covers Go-Temporary employees appointed under the *Public Service Act* Section 8 (1)(2) and Regulation 881 Section 6 (1)(iii), who are not in any bargaining unit.

A. Adjustment Date

The first pay equity adjustment in this Addendum is effective January 1, 1990.
The final pay equity adjustment in this Addendum is effective December 31, 1990.

B. Establishment

This Addendum refers to all work locations of the Ontario Public Service (OPS).

C. Jobs Covered by the Addendum

This addendum covers all job classes for employees of Go-Temporary Services appointed in accordance with the *Public Service Act*, who are not represented by a bargaining agent.

D. Gender-predominant Job Classes

The following are ***female job classes*** for Go-Temporary employees, i.e. those job classes in which 60% or more of the employees are women. Regard was also given to stereotypical fields of work and to historical incumbency of the job class.

Administrative Assistant
Administrative Officer
Canteen Operator 1
Canteen Operator 2
Cleaner 1
Cleaner 2
Clerical Stenographer 1
Clerical Stenographer 2
Clerical Stenographer 3
Clerical Stenographer 4
Clerical Stenographer 5
Clerical Typist 1
Clerical Typist 2
Clerical Typist 3
Clerical Typist 4
Clerk 1 Filing
Clerk 2 Filing
Clerk 3 Filing
Clerk 1 General
Clerk 2 General
Clerk 3 General
Clerk 4 General
Clerk 5 General
Clerk 6 General
Clerk 7 General
Clerk 1 Mail
Clerk 2 Mail
Clerk 3 Mail

(Gender-predominant job classes continued)

Collection Officer
Computer Analyst
Data Entry Operator 1
Data Entry Operator 2
Data Entry Operator 3
Data Processing Technician 1
Data Processing Technician 2
Data Processing Technician 3
Data Processing Technician 4
Dental Assistant
Dicta Typist 2
Dicta Typist 3
Dicta Typist 4
Editor
Enumerator
Financial Assistant
Financial Officer
Hostess
Intake Worker
Laboratory Attendant 1
Laboratory Attendant 2
Language Instructor 1
Laundry Worker 1
Legal Researcher
Librarian 2
Library Technician 1
Library Technician 2
Nurse 1 General
Nurse 2 General
Nurse 2 Nursing Education
Operator 2 Central Switchboard
Operator Mail Insert Machine
Operator 1 Microfilm
Operator 2 Microfilm
Operator 3 Microfilm
Operator 1 Telephone Switchboard
Operator 2 Telephone Switchboard
Personnel Administration 13
Personnel Administration 16
Pharmacy Technician 1
Policy Consultant
Province of Ontario Savings Office Clerk
Psychiatric Nursing Assistant 1
Psychiatric Nursing Assistant 2
Research Assistant
Residence Supervisor 1
Secretary 2
Secretary 3
Secretary 4
Secretary 5
Secretary Senior
Secretary to Deputy Minister
Senior Co-ordinator
Social Worker Assistant
Special Projects Assistant
Technical Manuals Researcher
Technician 1 (B) X-Ray
Technologist 1 Medical Laboratory
Technologist 2 Medical Laboratory
Technologist 3 Medical Laboratory
Technologist 4 Medical Laboratory
Telecommunication Co-ordinator
Travel Counsellor 1
Travel Counsellor Trainee
Typist 2
Typist 3
Typist 4
Vocational Training Supervisor
Welfare Field Worker 2
Word Processor 1
Word Processor 2
Worker Advisor

The following are ***male job classes*** for Go-Temporary employees, i.e. those job classes in which 70% or more of the employees are male:

Agricultural Worker 1
Ambulance Officer 1
Ambulance Officer 2
Clerk 1 Supply
Clerk 2 Supply
Clerk 3 Supply
Drafter
Draftsperson 2
Editor Technical Publication
Home Care Attendant
Maintenance Carpenter
Maintenance Electrician
Maintenance Mechanic 1
Maintenance Mechanic 2
Maintenance Mechanic 3
Maintenance Painter & Decor
Maintenance Plumber
Maintenance Supervisor 1
Manual Worker
Motor Vehicle Operator 1
Motor Vehicle Operator 2
Operator 2 Offset
Programmer

E. Method Used to Determine Pay Equity Adjustments

The OPS Pay Equity Plans for Bargaining Unit and for Management and Excluded Employees were developed using a self-administered questionnaire to accurately document work being done by employees who had been in their current position for at least 6 months or 3 months respectively. Details of the Method of Comparison used to determine pay equity adjustments can be found on page 5 of the Management and Excluded Pay Equity Plan.

Go-Temporary employees fill-in during absences of full-time staff and in overload/project situations, by doing the same type of work as that done by employees in classified OPS positions. The nature of the work assignment of Go-Temporary employees is unique, in that it is non-permanent and in the majority of cases short-term, and this precludes involvement in the total work cycle of the position assignment.

For these reasons, the employer believes that in the spirit of pay equity, it is fair and reasonable to give pay equity adjustments to the Go-Temporary female job classes which are equal in dollar amounts to adjustments given to classified female job classes.

F. Pay Equity Adjustments

Listed below are the pay equity adjustments which will be applied to eligible Go-Temporary classes.

In some cases, the pay equity adjustments shown for the Go-Temporary classes are greater than the adjustments shown in the main OPS Pay Equity Plans. This wage differential reflects the amount by which salaries of some classified male comparator classes moved ahead of classified female classes during 1990, due to annual salary increases. When pay equity was achieved on December 31, 1990, this wage differential was paid to eligible OPS classified classes.

Go-Temporary Female Job Classes	OPS Classified Female Job Classes	Pay Equity Adjustments
Administrative Assistant	Office Administration 1-13	$1.34
Administrative Officer	Office Administration 1-13	$1.34
Canteen Operator 1	Canteen Operator 1	$1.50
Canteen Operator 2	Canteen Operator 2	$1.50
Cleaner 1	Cleaner 1	$1.17
Cleaner 2	Cleaner 2	$1.17
Clerical Stenographer 1	Office Administration 1-13	$1.34
Clerical Stenographer 2	Office Administration 1-13	$1.34
Clerical Stenographer 3	Office Administration 1-13	$1.34
Clerical Stenographer 4	Office Administration 1-13	$1.34
Clerical Stenographer 5	Office Administration 1-13	$1.34
Clerical Typist 1	Office Administration 1-13	$1.34
Clerical Typist 2	Office Administration 1-13	$1.34
Clerical Typist 3	Office Administration 1-13	$1.34
Clerical Typist 4	Office Administration 1-13	$1.34
Clerk 1 Filing	Office Administration 1-13	$1.34
Clerk 2 Filing	Office Administration 1-13	$1.34
Clerk 3 Filing	Office Administration 1-13	$1.34
Clerk 1 General	Office Administration 1-13	$1.34
Clerk 2 General	Office Administration 1-13	$1.34
Clerk 3 General	Office Administration 1-13	$1.34
Clerk 4 General	Office Administration 1-13	$1.34
Clerk 5 General	Office Administration 1-13	$1.34
Clerk 6 General	Office Administration 1-13	$1.34
Clerk 7 General	Office Administration 1-13	$1.34
Clerk 1 Mail	Office Administration 1-13	$1.34
Clerk 2 Mail	Office Administration 1-13	$1.34
Clerk 3 Mail	Office Administration 1-13	$1.34
Collection Officer	Office Administration 1-13	$1.34
Computer Analyst	Office Administration 1-13	$1.34
Data Entry Operator 1	Office Administration 1-13	$1.34
Data Entry Operator 2	Office Administration 1-13	$1.34
Data Entry Operator 3	Office Administration 1-13	$1.34
Data Processing Technician 1	Data Processing Technician 1	$0.64
Data Processing Technician 2	Data Processing Technician 2	$0.64
Data Processing Technician 3	Data Processing Technician 3	$0.64

(Pay equity adjustments continued)

Technologist 1 Medical Laboratory	Technologist 1 Medical Laboratory	No adjustment
Technologist 2 Medical Laboratory	Technologist 2 Medical Laboratory	No adjustment
Technologist 3 Medical Laboratory	Technologist 3 Medical Laboratory	No adjustment
Technologist 4 Medical Laboratory	Technologist 4 Medical Laboratory	No adjustment
Telecommunication Co-ordinator	Office Administration 1-13	$1.34
Travel Counsellor 1	Travel Counsellor 1	$2.01
Travel Counsellor Trainee	Travel Counsellor Trainee	$2.01
Typist 2	Office Administration 1-13	$1.34
Typist 3	Office Administration 1-13	$1.34
Typist 4	Office Administration 1-13	$1.34
Vocational Training Supervisor	Office Administration 1-13	$1.34
Welfare Field Worker 2	Welfare Field Worker 2	$4.06
Word Processor 1	Office Administration 1-13	$1.34
Word Processor 2	Office Administration 1-13	$1.34
Worker Advisor	Office Administration 1-13	$1.34

G. Retroactive Adjustment Periods

The *Pay Equity Act* allows for adjustments to be phased-in over a period of five years for public sector employees. In the OPS Pay Equity Plans for Bargaining Unit Employees and for Management and Excluded Employees, the employer completed pay equity adjustments in two phases.

The first adjustment was effective January 1, 1990, as required by the *Pay Equity Act*, 1987. The second adjustment was effective December 31, 1990 and at that time, pay equity was achieved for female job classes in both plans.

As outlined in this Addendum, retroactive payments for the same adjustment periods will be made to the employees in eligible female Go-Temporary job classes.

The ***first retroactive adjustment*** will apply to employees in eligible female Go-Temporary classes, who worked for the OPS between January 1, 1990 and December 30, 1990.

The ***second retroactive adjustment*** will apply to employees in eligible female Go-Temporary classes, who worked for the OPS on December 31, 1990 and any time during 1991 to the date of posting of the Addendum. New rates reflecting the pay equity adjustments will come into effect at the time of posting of this Addendum.

(Pay equity adjustments continued)

Data Processing Technician 4	Data Processing Technician 4	$0.64
Dental Assistant	Dental Assistant	No adjustment
Dicta Typist 2	Office Administration 1-13	$1.34
Dicta Typist 3	Office Administration 1-13	$1.34
Dicta Typist 4	Office Administration 1-13	$1.34
Editor	Legislative Assistant Editor	$2.02
Enumerator	Office Administration 1-13	$1.34
Financial Assistant	Office Administration 1-13	$1.34
Financial Officer	Office Administration 1-13	$1.34
Hostess	Office Administration 1-13	$1.34
Intake Worker	Employment Standards Auditor	$1.71
Laboratory Attendant 1	Laboratory Attendant 1	$1.33
Laboratory Attendant 2	Laboratory Attendant 2	$1.33
Language Instructor 1	Language & Citizenship Training Specialist	$0.13
Laundry Worker 1	Laundry Worker 1	$1.03
Legal Researcher	Legal Researcher	$1.34
Librarian 2	Librarian 2	$3.27
Library Technician 1	Library Technician 1	$1.99
Library Technician 2	Library Technician 2	$1.99
Nurse 1 General	Nurse 1 General	$0.54
Nurse 2 General	Nurse 2 General	$0.54
Nurse 2 Nursing Education	Nurse 2 Nursing Education	$2.27
Operator 2 Central Switchboard	Office Administration 1-13	$1.34
Operator Mail Insert Machine	Office Administration 1-13	$1.34
Operator 1 Microfilm	Operator 1 Microfilm	$2.56
Operator 2 Microfilm	Operator 2 Microfilm	$2.56
Operator 3 Microfilm	Operator 3 Microfilm	$2.56
Operator 1 Telephone Switchboard	Office Administration 1-13	$1.34
Operator 2 Telephone Switchboard	Office Administration 1-13	$1.34
Personnel Administration 13	Personnel Administration 13	$3.36
Personnel Administration 16	Personnel Administration 16	$3.36
Pharmacy Technician 1	Pharmacy Technician 1	$0.31
Policy Consultant	Office Administration 1-13	$1.34
Province of Ont. Savings Office Clerk	Office Administration 1-13	$1.34
Psychiatric Nursing Assistant 1	Psychiatric Nursing Assistant 1	$2.07
Psychiatric Nursing Assistant 2	Psychiatric Nursing Assistant 2	$2.07
Research Assistant	Office Administration 1-13	$1.34
Residence Supervisor	Residence Counsellor 2	$1.34
Secretary 2	Office Administration 1-13	$1.34
Secretary 3	Office Administration 1-13	$1.34
Secretary 4	Office Administration 1-13	$1.34
Secretary 5	Office Administration 1-13	$1.34
Secretary Senior	Office Administration 1-13	$1.34
Secretary to Deputy Minister	Office Administration 1-13	$1.34
Senior Co-ordinator	Office Administration 1-13	$1.34
Social Worker Assistant	Social Worker Assistant 2	$2.12
Special Projects Assistant	Office Administration 1-13	$1.34
Technical Manuals Researcher	Office Administration 1-13	$1.34
Technician 1(B) X-Ray	Technician 1(B) X-Ray	No adjustment

The following is the list of Go-Temporary female job classes and their pay equity adjustments for the two periods.

The pay equity adjustments for the second retroactive period include any wage differentials, where applicable, which occurred between the classified female classes and their male comparator classes, as a result of 1990 salary increases.

Go-Temporary Female Job Classes	First Retroactive Adjustment Effective January 1, 1990	Second Retroactive Adjustment Effective December 31, 1990
Administrative Assistant	$0.66	$0.68
Administrative Officer	$0.66	$0.68
Canteen Operator 1	$0.50	$1.00
Canteen Operator 2	$0.50	$1.00
Cleaner 1	$0.39	$0.78
Cleaner 2	$0.39	$0.78
Clerical Stenographer 1	$0.66	$0.68
Clerical Stenographer 2	$0.66	$0.68
Clerical Stenographer 3	$0.66	$0.68
Clerical Stenographer 4	$0.66	$0.68
Clerical Stenographer 5	$0.66	$0.68
Clerical Typist 1	$0.66	$0.68
Clerical Typist 2	$0.66	$0.68
Clerical Typist 3	$0.66	$0.68
Clerical Typist 4	$0.66	$0.68
Clerk 1 Filing	$0.66	$0.68
Clerk 2 Filing	$0.66	$0.68
Clerk 3 Filing	$0.66	$0.68
Clerk 1 General	$0.66	$0.68
Clerk 2 General	$0.66	$0.68
Clerk 3 General	$0.66	$0.68
Clerk 4 General	$0.66	$0.68
Clerk 5 General	$0.66	$0.68
Clerk 6 General	$0.66	$0.68
Clerk 7 General	$0.66	$0.68
Clerk 1 Mail	$0.66	$0.68
Clerk 2 Mail	$0.66	$0.68
Clerk 3 Mail	$0.66	$0.68
Collections Officer	$0.66	$0.68
Computer Analyst	$0.66	$0.68
Data Entry Operator 1	$0.66	$0.68
Data Entry Operator 2	$0.66	$0.68
Data Entry Operator 3	$0.66	$0.68
Data Processing Technician 1	$0.11	$0.53
Data Processing Technician 2	$0.11	$0.53
Data Processing Technician 3	$0.11	$0.53
Data Processing Technician 4	$0.11	$0.53

(Pay equity retroactive adjustment periods continued)

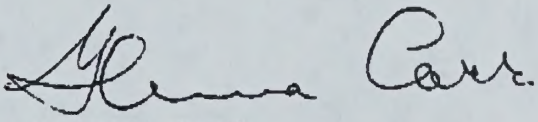
Dental Assistant	$0.00	$0.00
Dicta Typist 2	$0.66	$0.68
Dicta Typist 3	$0.66	$0.68
Dicta Typist 4	$0.66	$0.68
Editor	$0.36	$1.66
Enumerator	$0.66	$0.68
Financial Assistant	$0.66	$0.68
Financial Officer	$0.66	$0.68
Hostess	$0.66	$0.68
Intake Worker	$0.30	$1.41
Laboratory Attendant 1	$0.44	$0.89
Laboratory Attendant 2	$0.44	$0.89
Language Instructor 1	$0.13	$0.00
Laundry Worker 1	$0.34	$0.69
Legal Researcher	$0.66	$0.68
Librarian 2	$0.57	$2.70
Library Technician 1	$0.58	$1.41
Library Technician 2	$0.58	$1.41
Nurse 1 General	$0.10	$0.44
Nurse 2 General	$0.10	$0.44
Nurse 2 Nursing Education	$0.40	$1.87
Operator 2 Central Switchboard	$0.66	$0.68
Operator Mail Insert Machine	$0.66	$0.68
Operator 1 Microfilm	$0.79	$1.77
Operator 2 Microfilm	$0.79	$1.77
Operator 3 Microfilm	$0.79	$1.77
Operator 1 Telephone Switchboard	$0.66	$0.68
Operator 2 Telephone Switchboard	$0.66	$0.68
Personnel Administration 13	$0.45	$2.91
Personnel Administration 16	$0.45	$2.91
Pharmacy Technician 1	$0.00	$0.31
Policy Consultant	$0.66	$0.68
Province of Ontario Savings Office Clerk	$0.66	$0.68
Psychiatric Nursing Assistant 1	$0.69	$1.38
Psychiatric Nursing Assistant 2	$0.69	$1.38
Research Assistant	$0.66	$0.68
Residence Supervisor 1	$0.45	$0.89
Secretary 2	$0.66	$0.68
Secretary 3	$0.66	$0.68
Secretary 4	$0.66	$0.68
Secretary 5	$0.66	$0.68
Secretary Senior	$0.66	$0.68
Secretary to Deputy Minister	$0.66	$0.68
Senior Co-ordinator	$0.66	$0.68
Social Worker Assistant	$0.38	$1.74
Special Projects Assistant	$0.66	$0.68
Technical Manuals Researcher	$0.66	$0.68
Technician 1 (B) X-Ray	$0.00	$0.00
Technologist 1 Medical Laboratory	$0.00	$0.00

(Pay equity retroactive adjustment periods continued)

Technologist 2 Medical Laboratory	$0.00	$0.00
Technologist 3 Medical Laboratory	$0.00	$0.00
Technologist 4 Medical Laboratory	$0.00	$0.00
Telecommunication Co-ordinator	$0.66	$0.68
Travel Counsellor 1	$0.67	$1.34
Travel Counsellor Trainee	$0.67	$1.34
Typist 2	$0.66	$0.68
Typist 3	$0.66	$0.68
Typist 4	$0.66	$0.68
Vocational Training Supervisor	$0.66	$0.68
Welfare Field Worker 2	$0.72	$3.34
Word Processor 1	$0.66	$0.68
Word Processor 2	$0.66	$0.68
Worker Advisor	$0.66	$0.68

H. Approval of Plan

For the Management Board of Cabinet



GLENNA CARR

Deputy Minister, Management Board Secretariat

Signed at Toronto this 19th day of March, 1992